

LETTER OF COMPLETION FOR DEGREE CANDIDATES

Georgia Institute of Technology
Registrar's Office - Degree Certification
225 North Avenue, Room 103
Atlanta, GA 30332-0315
Fax #: 404-894-0167

Print Name: _____

GTID Number: _____

E-mail address: _____

Telephone number: _____

List Major: (PhD, MS, BS) _____

You may submit this request this request after the close of registration during the semester in which you have petitioned to graduate, up until the week prior to the end of the term. To obtain this letter, you must have already satisfied the following requirements:

- All coursework must be completed
- If you are a graduate student, your thesis and enrollment waiver (if applicable) must be approved, and the approval documentation must already be submitted to this office by Graduate Studies.

**If you are currently enrolled in classes that will be counted toward the completion of your degree requirements, you will not be able to obtain a Letter of Completion.
Students with current enrollment should request a Verification of Pending Degree from Records using the appropriate form.

_____ Number of copies

_____ Check here to pick up Letter of Completion in person (Photo ID is required)

Mailing Address or Fax # _____

SIGNATURE _____

DATE _____